

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services

DATE: 2 September 1952

FROM : Chief, Building Maintenance & Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities
Division during the month of August, 1952.

Volume:

1.	Requests for services processed during month of August	
A.	New Requests by memorandum or requisition	269
B.	On hand prior to August	<u>44</u>
	Total	313
C.	Written orders placed with GSA	164
D.	Number on hand no action as of 31 August	30 ✓
E.	On hand 60 days or more and not yet submitted to G.S.A. (Copies attached hereto)	2

2. Funds obligated (This section submitted January, April,
July or October)

A.	Third Quarter Encumberances	
1.	Routine alterations, painting, repairs	\$18,300
2.	Special Projects	
a.	Renovations (6615)	\$128,319
b.	Renovations (Other)	<u>4,361</u>
	Total	\$132,680
3.	Protective Services (GSA Guards)	
a.	159 reimbursable posts	90,197
b.	34 non-reimbursable posts	
4.	Laborers and Trucks (From GSA)	<u>5,333</u>
	Total Funds Obligated	\$ 95,530

3. Sums paid to GSA during August against orders
encumbered in second quarter.

1.	Alterations and Installations	\$41,772.68
2.	Guards	82,319.68
3.	Laborers and Trucks	<u>15,475.43</u>
		\$139,567.79

4. Work Load Status

A.	Number of Requests on which orders have been placed but work has not been completed.	
	30 days old	126
	60 days old	80
	90 days old	<u>34</u> 77 ✓
	120 days old	<u>37</u> 41 ✓
	Total	224

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B. Orders submitted to GSA non-reimbursable

In writing	10
Verbal	<u>425</u>
	435
C. Inter-office memorandums	41
Inter-agency letters	7
D. Space moves during Aug.	17
Total personnel moved	242
Man hours by GSA Laborers	2724
Estimated cost	\$4766

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Attachments